

CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, August 25, 2014 – 7:00PM

COUNCIL MEMBERS:

MAYOR: Tom Boggs, Frank Egbert, Patricia Klassen, Todd McKnight, Karen Meier, Forest Stone
MAYOR: Denny Cameron

CITY STAFF: City Manager, Jerry Gillham

City Recorder/HR Manager, Debbie Hamilton
Deputy City Recorder, Diane Harris
Finance Supervisor, Dan Wilson
Finance Advisor, Andy Parks
Community Development Director, Vicki Luther
Wastewater Supervisor, Brian Elliott
City Engineer, Jeff Nelson
Chief of Police, Kirk Sanfilippo
Sutherlin Interim Fire Chief, Rich LaBelle
Fire District #2 Chief, Greg Marlar
City Legal Counsel, David Doughman (via Skype)

Audience: Dale Richwine, Dennis & Jean Wilde, Michelle Sumner, Beth & Jim Houseman, Floyd Van Sickle, Greg Henderson, Michael Meier, Wes Anderson, Sam & Gladys Robinson, Brian Burke Sr., Gwen Best, Justin Peterman, Zada Wright, Juanita & Tadd Held, Tony Perry, Pam Cameron

Meeting called to order by Mayor Cameron at 7:00pm.

Flag Salute:

Roll Call: All present

Introduction of Media: Garrett Andrews, The News Review

PUBLIC COMMENT (agenda items only)

- Beth Houseman, representing Friends of Ford's Pond (FFP), a volunteer group of 75, referred to San Antonio, TX, and their “can do” attitude when faced with environmental mandates, creating a successful tourist attraction using Class A effluent, would like Council consider *all* values, not just financial aspects, for the community regarding the storage of Class A water. The “vision statement”, posted on Council Chamber wall was read “with community collaboration and civic pride, the city of Sutherlin is a beautiful, safe, and welcoming place to live, work and play”. Will this City property be developed to its full potential and become a community asset or a fenced off liability. FFP is committed to raising funds, helping to develop and maintain Ford’s Pond for the community to enjoy. What will you do with the property if you go with Class B, what is your vision?
- Jim Houseman, representing Friends of Ford’s Pond, stated DEQ’s approved plan calls for Class A wastewater to be discharged into Ford’s Pond in the summer months; Friends of Ford’s Pond supports this approved plan. Currently FFP has 75 volunteers/supporters with a “can do” attitude and anxious to collaborate with the City to develop the 200 acres into a community park, which only Class A water can provide.

ANNOUNCEMENTS / APPOINTMENTS

None

PRESENTATIONS / PROCLAMATIONS

- **Chamber of Commerce/Visitor Center**

Chamber Board Member, Gwen Best, presented report for Chamber President, Tami Trowbridge, who was unable to attend.

News and activities:

- Transient Room Tax Advisory Committee (TRTAC) has formed and met once, members are as follows: J. Lindeen Brown, Tami Trowbridge, Cindy Beavers, Todd McKnight, Julie Wuthrich, Judy Rosset and Naomi Oh.
- Billboard advertisement successful, have had numerous people in the Visitor Center, including 41 visitors in one day, business advertisements will eventually be added to the billboards. Future events may be advertised, cost of redoing billboard each time is \$670.
- Contracted with artist to create monument for flag themed project.
- Hosting “Hot Rod Fun Run” September 6th, estimated 100 vehicles expected to participate.

Councilor Stone – Visitor Center is keeping track of who visitors are and where they are from, however is purpose of visit tracked? *Executive Director of Chamber of Commerce/Visitor Center, Greg Henderson, reported it depends on the conversation, have not tracked that specific information. Have had four people specifically ask about bird watching areas. Recently I walked around Ford's Pond to become familiar with the aspects of the property, would certainly be an attractive place for bird watchers to go.*

Mayor Cameron – Do you have a form for visitors to fill out? *Yes, we do.* Is one of the questions asking the purpose of the visit to the area? *We ask for comments, form does need to be adjusted for more specific information.* What do you think will happen if path is put around pond as far as bird watching is concerned? *Any place of interest with a path, traffic is increased.*

Beth Houseman – Understand City will need a pathway around the pond for access. Have worked for National Parks Service for many years, if there are paths and you are quiet, birds will be present for bird watching.

CONSENT AGENDA

- **Minutes from August 11, 2014 Regular Meeting**

MOTION made by Councilor Boggs to approve consent agenda as presented; second by Councilor Meier.

In Favor: Councilors Klassen, McKnight, Meier, Stone, Boggs, Egbert and Mayor Cameron

Opposed: None

Motion carried unanimously.

ACTION ITEMS/GENERAL BUSINESS

- **Ordinance – System Development Charge Waiver** (first reading, in full)

Staff Report – City Manager, Jerry Gillham, stated at last Council meeting it was discussed with specificity to work with Mr. (Sam) Robinson and to create an ordinance that is not all encompassing, and that cannot be taken advantage of, however has element of waiver ability of System Development Charge's (SDC's), where quality of life and affordability are critical. Ordinance amends two Sections [13.16.100 and 13.16.110] of the Sutherlin Municipal Code. Draft ordinance includes ability to waive fee under certain conditions, if conditions are not met, allows flexibility of longer payback period up to 20 years.

Councilor Stone – Understand cost of water line installation by Robinson will be divided by each person hooking up and is estimated at \$4,500 per hook-up, is it possible to take that amount they still pay for a water hook-up fee, that would take care of SDC's, City would also collect taxes on the properties. *Yes, that is possible, Robinson bearing the cost of eight inch water line; City wants a twelve inch water line and will pay the difference. The advanced funding reimbursement isn't a set fee of \$4,500, it's the total cost, divided by the number of lots that hook up. As people hook up, we take out our portion of SDC's and reimburse Robinson his portion over a period of five or ten years; this is for already existing homes. This is not a developer driven benefit, but a humanitarian driven benefit. Those who*

choose not to hook up at this time, but eventually hook up to City services, would have to pay the SDC's.

Mayor Cameron – What about the requirement for annexation, are there issues involved? ***The people that want water service, have to sign an agreement to be annexed, this is not an issue for people that don't want to annex.*** This is lot by lot? ***It can only be contiguous.*** What is the situation? ***Robinson is moving forward with annexation, total number of homes that want water is unknown at this time.***

Councilor Klassen – Know this is a good thing but have a problem with being favorable to this small group, but not other groups that have struggled to pay their SDC's without the same consideration. ***These are circumstances beyond their choice; three-quarters of these people's wells have gone dry.***

Councilor Egbert – These people put in a water line on their dollar, we turn around and annex them into the city and charge them SDC's for the water line they put in. It is my understanding in this situation they would receive credit for putting the water line in against the SDC's for the expense. ***That is correct, however that is if it's in the Water Master Plan (WMP) and inside city limits. This is located outside the city limits [in Urban Growth Boundary] and not part of the WMP.*** Then we need to go back and take another look at our SDC's and how they're written, to include this. ***It does already include this regarding the credit on money spent on projects done in the WMP. In this situation, we are kind of doing that, Robinson is paying with his own money, people are paying him for his costs, SDC money is being used to pay difference.***

Mayor Cameron – Questioned standards regarding criteria for the waiver of the fees. ***This will be determined much like St. Vincent DePaul's system, analyzing peoples finances that are requesting assistance for financial support.*** Concerned some may not fit the standards for the waiver. ***That is where the 20-year payment plan comes in. The key to this is to set a precedent so this system cannot be taken advantage of.***

Robinson, spoke of his investment regarding the development and the property owner's need to hook up due to bad water; would appreciate Council's consideration on the issue.

Deputy City Recorder, Diane Harris, played pre-recorded first reading of ordinance in full.

Discussion continued regarding the SDC's and purpose for the revenue needed from the collection of them. Monthly water bills do not cover long term new system advancements; these are covered by SDC's, the intent is to pay for all new incremental infrastructures brought on by new development.

Mayor Cameron requested information regarding a cost analysis, how city will benefit, as well as the standards to be set by Council, feels like too much is up in the air. Need to find out cost of a twelve inch line would be. Will move forward with approval of first reading of ordinance, confirming that by the time the second reading is presented will have answers to questions.

Tony Perry – has been working with Robinson on project, will go door to door, talk to the property owners on West Duke, and have a better idea regarding amount of people who will be annexing in, hooking up to water and sharing the cost of water line installation.

Water SDC's for the west side of town is approximately \$1,900.

MOTION made by Councilor Stone to approve first reading of Ordinance – Water System Development Charge Waiver with one exception for those initially participating in the infrastructure improvement, the SDC's will be waived; second by Councilor Meier.

Discussion: Clarification in the understanding that *all* city ordinances apply to the urban growth area? ***That is incorrect, only the city limits.*** Doesn't City have control over what happens in that area? ***Yes, we have a say on future land uses in the comprehensive plan, however not all communities are the same; depends on the city and county regarding that authority.*** Is it dependent on zoning? ***Dependent upon consumption and how many acres of vacant developable land is available.***

Mayor Cameron - Would like to calendar a discussion regarding urban growth boundaries.

Gillham – Suggest a subsection be added to the ordinance stating the “City Manager shall set a window of opportunity in which all residents will have a fourteen (14) day period to decide to annex into the city at no cost of SDC's after such time SDC's will levied in accordance to this ordinance”.

Councilor Stone – Need to specify the SDC. ***Correct, this would just be for water.***

City Legal Counsel, David Doughman, (in City Attorney, Chad Jacobs, absence), stated the approach regarding annexations with a time limit is acceptable.

Councilor Egbert – Would like to see this subsection added for anything.

In Favor: Councilors Klassen, McKnight, Meier, Stone, Boggs, Egbert and Mayor Cameron

Opposed: None
Motion carried unanimously.

REPORTS

○ Fire Services Update

Staff Report – Interim Fire Chief, Rich LaBelle, reported on the past two weeks activities:

- Working with neighboring departments [Fair Oaks and Oakland Fire] to establish training area and equipment use
- Office is set up, extended invitation to anyone who would like to drop by
- Developed job applications
- Re-established Fire Department identification number
- Working with public safety standards of training
- Visited dispatch center with Chief Sanfilippo
- Working on projected cost for dispatch
- Submitting Cow Creek grant to purchase training manuals

Recruitment:

- Advertised in this month's water bill
- Park reader board
- Post cards printed, will pick-up Friday
- Posted announcement on City website and [Facebook page]

Are you putting a banner on the train? ***We can, who would I talk to about that?*** Gillham.

CITY MANAGER UPDATE

- None

CITY COUNCIL COMMENTS

Councilor Boggs –

- None

Councilor Egbert –

- Would like to make an announcement for those that are not aware, Don Ralls passed away, he was a great supporter of the city of Sutherlin for many years, those that didn't know him, have missed out.

Councilor Klassen –

- Would like to personally thank Public Works Staff for the wonderful job they did for Blackberry Festival event, they went above and beyond to make our city as nice as it could possibly be.
- Sutherlin Downtown Development Inc. (SDDI), in the past, has honored a business or home that has made the best improvements for that month, SDDI has chosen the City of Sutherlin's Public Works Department as the entity for which to honor; will receive a sign in the next few days.
- Concerned with empty commercial buildings downtown being used for storage, missing the opportunity of bringing a storefront to our community.

Councilor Meier – Are there matching grants available for downtown store owners to receive a break on property taxes, owners could take match and use for upgrades of their store fronts. ***Yes, there are a number of things you could do. The issue Councilor Klassen is concerned with is actually not a code enforcement issue but a land use issue.*** When these people buy these properties don't they come into the City to see how it's zoned? ***Luther – Not necessarily, we don't require business licenses.*** Would it be possible to have something done before the holiday season? ***Will put this on calendar to revisit in 60 days.***

Councilor McKnight –

- A couple of months ago there was a send-off party for Special Olympics team who were going to Nationals, would like to thank Douglas County Fire District #2 and Sutherlin Police

Department for escorting Team Oregon out of town, it turned into a parade and made them feel like a million bucks.

Councilor Meier –

- None

Councilor Stone –

- Questioned if the other two ponds in town [L & H behind Murphy Plywood and GP] are being promoted at the Visitor Center, could work out an arrangement for people to go there for recreation. *Private property, Murphy was not interested in donating it to the city. Believe County owns GP property and is part of their wetlands mitigation.*
- Drove through Baker, Oregon, was impressed with clean and tidy town; would like to know how they get their community on board. Would like City Manager to inquire about their methods.

Mayor Cameron –

- Is there information yet regarding south end of bridge on Red Rock Trail? *Still waiting for a response back.*
- Would like to thank Finance Supervisor, Dan Wilson, for revised finance reports, liked them, but would like to have the fund number included. *The report itself is summarized by category, will add the fund numbers also.*
- Availability of attorney bill for review by Council? *Gillham – Because the bill is subject to attorney-client privilege, was advised not to send a copy to each Councilor. Harris – A copy of current bill is available in an envelope marked confidential at the front desk for your review.*
- Implementation of Purchasing module? *We are in the process of implementing the new Municipal Court software, currently assisting Court Clerk with training, after this will move forward to Purchasing module.*
- Concerns during Blackberry Festival, all public restrooms ran out of bath tissue, unable to access additional stock locked in storage room.

PUBLIC COMMENT –

None

ADJOURNMENT –

With no further business meeting adjourned at 8:37pm, with a five-minute break before Workshop

Jerry Gillham

Approved:

Jerry Gillham, City Manager

Respectfully submitted,

Diane Harris

Diane Harris, Deputy City Recorder

Denny Cameron

Denny Cameron, Mayor

APPROVED BY COUNCIL SEPTEMBER 8, 2014